



CITY OF HUNTINGTON PARK
Community Development Dept. • Planning Division
6550 Miles Avenue, Huntington Park, CA 90255
Tel. (323) 584-6210 • planning@hpca.gov

SPECIAL EVENT PERMIT APPLICATION

FILING FEE: \$750.00 per day;
Non-Profit Entities: \$500.00 per day.

PERMIT NO. _____

- 1. APPLICANT** (If the applicant is an organization or business, also include the name of a contact person):

Mailing Address: _____

Phone 1: _____ Phone 2: _____ Email: _____

Huntington Park Business License No: _____

Non-profit organization? Yes ☐ No ☐ If yes, Tax I.D. No? _____

Emergency Contact (Name and telephone): _____

- 2. ADDRESS / LOCATION OF EVENT/ACTIVITY** (Describe if any portion of the event will take place on public property, i.e. sidewalk, street, alley, etc.):

- 3. DESCRIPTION OF EVENT/ACTIVITY** (Describe all activities, such as all goods or services to be sold, number of special displays, tents, concessions, entertainment, stages, rides, or other equipment used, etc. If more space is needed please attach a separate sheet of paper):

- 4. DATE(S) OF EVENT/ACTIVITY:**

- 5. TIME(S) OF EVENT/ACTIVITY (for each day):**

- 6. Has a Special Event Permit been issued within the past three (3) months to conduct an event(s) at this location?**

Yes ☐ No ☐ If yes, what dates? _____

- 7. Has this type of event been conducted within the past twelve (12) months in this or any neighboring city?**

Yes ☐ No ☐ If yes, where and what date(s)? _____

- 8. Number of persons expected to attend proposed event?**

- 9. Number and type of vehicles, equipment and animals, if any, that will be used at the proposed event?**

10. Applicant's authorized representative(s) for management of event. If more than one, please list on a separate sheet of paper. (Note: Applicant or authorized representative(s) must be present at all times during the event.)

Representative's Name: _____

Contact Telephone Number: _____

Mailing Address: _____

11. Property Owner Information. (If the applicant is not the property owner, a written and notarized acknowledgment from the property owner authorizing such event is required.)

Name of Property Owner: _____

Contact Telephone Number: _____

Mailing Address: _____

Please Note:

- ***Certificate of Liability Insurance required.***
- ***The submittal of a detailed site plan identifying the layout of the Special Event, including the location and dimensions of equipment (e.g., tents, tables, speakers) must be attached to this application. The location of off-street parking shall also be identified.***
- ***A fully completed application with all required departmental and agency approvals (as noted by Staff) must be submitted to the Community Development Department at minimum of fourteen (14) days prior to the date of event.***

CERTIFICATE AND AFFIDAVIT OF APPLICANT: I/We understand and agree to abide by all of the Special Event Permit regulations of the City of Huntington Park and any other conditions imposed for the event requested. I/We certify that all statements made on this application are true and complete. I/We understand that any false statement may result in denial of the requested permit or revocation of any issued permit.

Applicant's Signature

Date

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

FOR OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE

Date Submitted: _____

Received By: _____

Filing Fee: _____

Receipt No.: _____

Property Owner Approval Provided? ☐ Yes ☐ No

Site Plan Provided? ☐ Yes ☐ No

Certificate of Liability Insurance Provided? ☐ Yes ☐ No

Departmental/Division Approvals Required:

☐ Building and Safety

☐ City Clerk

☐ Engineering

☐ Parks & Recreation

☐ Planning

☐ Police Department

☐ Public Works

☐ Revenue Collections

Outside Agency Approvals Required:

☐ L.A. County Fire Dept.

☐ L.A. County Health Dept.

☐ Dept. of Alcoholic Beverage Control (ABC)



DEPARTMENTS / AGENCIES REVIEW CHECKLIST

SPECIAL EVENT PERMIT APPLICATION

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The Community Development Department requires proof of approval from the following departments/ agencies that are checked:

(The applicant is responsible for routing the application to outside agencies*)

- ☐ Los Angeles County Fire Department*
Fire Prevention Division
3161 E. Imperial Hwy.
Lynwood, CA 90255
(310) 603-5258

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
Signature: X _____ Date: _____		

- ☐ Los Angeles County Health
Department* **Environmental Health
Specialist**
5050 Commerce Drive
Baldwin Park, CA 91706
(626) 430-5421

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
Signature: X _____ Date: _____		

- ☐ State Dept. of Alcoholic Beverage Control*
Duty Investigator
3530 Wilshire Blvd., Suite 1110
Los Angeles, CA 90010
(213) 736-2005

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
Signature: X _____ Date: _____		

- ☐ Huntington Park Police Department
Watch Commander
6542 Miles Avenue
Huntington Park, CA 90255
(323) 584-6254

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
Signature: X _____ Date: _____		

SPECIAL EVENT PERMIT APPLICATION

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The Community Development Department requires proof of approval from the following departments/agencies that are checked:

- ☐ Huntington Park City Manager's Office
City Manager – Ricardo Reyes
6550 Miles Avenue
Huntington Park, CA 90255
(323) 584-6223

☐ Approved ☐ Not Approved ☐ No Approval
Necessary
☐ Approved w/ Conditions - Comments: _____

Signature: **X** _____ Date: _____

- ☐ Huntington Park Office of the City Clerk
City Clerk
6550 Miles Avenue
Huntington Park, CA 90255
(323) 584-6297

☐ Approved ☐ Not Approved ☐ No Approval
Necessary
☐ Approved w/ Conditions - Comments: _____

Signature: **X** _____ Date: _____

- ☐ Huntington Park Planning Division
Community Development Director
6550 Miles Avenue
Huntington Park, CA 90255
(323) 584-6392

☐ Approved ☐ Not Approved ☐ No Approval
Necessary
☐ Approved w/ Conditions - Comments: _____

Signature: **X** _____ Date: _____

- ☐ Huntington Park Finance Department
Finance Director
6550 Miles Avenue
Huntington Park, CA 90255
(323) 584-6201

☐ Approved ☐ Not Approved ☐ No Approval
Necessary
☐ Approved w/ Conditions - Comments: _____

Signature: **X** _____ Date: _____

SPECIAL EVENT PERMIT APPLICATION

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The Community Development Department requires proof of approval from the following departments/agencies that are checked:

- ☐ Huntington Park Building Division
Building Official
6550 Miles Avenue
Huntington Park, CA 90255
(323) 584-6271

☐ Approved ☐ Not Approved ☐ No Approval
Necessary

☐ Approved w/ Conditions - Comments: _____

Signature: **X** _____ Date: _____

- ☐ Huntington Park Public Works Dept.
Public Works Director / City Engineer
6550 Miles Avenue
Huntington Park, CA 90255
(323) 584-6253

☐ Approved ☐ Not Approved ☐ No Approval
Necessary

☐ Approved w/ Conditions - Comments: _____

Signature: **X** _____ Date: _____

- ☐ Huntington Park Parks and Rec. Dept.
Parks and Recreation Director
3401 E. Florence Avenue
Huntington Park, CA 90255
(323) 584-6218

☐ Approved ☐ Not Approved ☐ No Approval
Necessary

☐ Approved w/ Conditions - Comments: _____

Signature: **X** _____ Date: _____

- ☐ Huntington Park Code Enforcement
Code Enforcement Manager
6550 Miles Avenue
Huntington Park, CA 90255
(323) 584-6213

☐ Approved ☐ Not Approved ☐ No Approval
Necessary

☐ Approved w/ Conditions - Comments: _____

Signature: **X** _____ Date: _____